

CHAPTER 4

REPORTING REQUIREMENTS

A. INTRODUCTION

This chapter sets forth requirements for preparation and submission of the DoD Medical Expense and Performance Report (MEPR) by designated medical and dental reporting facilities of the DoD Components. The surgeons general, in their implementing documents, shall identify reporting facilities, reporting instructions and requirements, and reporting timeframes to meet the requirements of this chapter.

B. MEPR--REPORT PREPARATION

The MEPR is a monthly report consisting of two parts: the Medical Expense Report, Part 1, which provides expense data; and the Medical Performance Report, Part 2, which provides manpower utilization data. Each of these two parts contains seven sections: Inpatient Care, Ambulatory Care, Dental Care, Ancillary Services, Support Services, Special Programs, And Medical Readiness. Both the expense part and the manpower (performance) part provide data via each of the seven categories.

C. REPORTING REQUIREMENTS

1. Reporting Facilities

Each medical center, hospital, and dental center is required to prepare and submit a MEPR. Medical and dental clinics that are subordinate organizational entities to a reporting medical center, hospital, or dental center are not required to submit separate reports since their workload and expense statistics shall be aggregated into the parent reporting facility's expense and workload data. Each medical or dental clinic that is not a subordinate entity to a reporting activity shall submit an individual MEPR. Each Military Service shall provide a memo to the OASD(HA) when DMIS IDs change or bases close. Six months before closure, facilities may submit a request through Service Headquarters for consideration to terminate MEPR reporting requirements.

2. Reporting Frequency

A monthly automated MEPRS/EAS III DoD data file shall be forwarded by each reporting facility to OASD(HA) within 45 days of the end of the reported month. When changes to data previously included in a MEPR result in a change to the data for a prior period's MEPR, those changes shall be reported to OASD(HA) .

3. Reporting Reconciliation

The MEPR expense portion shall be reconcilable to official records and subject to audit. Records shall be maintained by the Military Departments according to National Archives approved records disposition schedules. This includes a detailed MEPR, Parts I and II, the Computation Summary and their backup documents (SASS, DESS) .

This page is intentionally left blank.